



## Minutes

Of the Meeting of the Representative Council  
April 30, 2015 from 2:00 – 4:00 pm in BSTIC 116

### Roster/Roll 4/30/15

Quorum = 14

Absolute majority required to pass motions = 14

Senate Officers (4 votes)				
Non-Voting		Pres	Abs	Proxy
President	Kathy Schmeidler	X		
Recorder	Brooke Choo	X		
Parliamentarian	n/a			
Voting				
Vice President	Bob Urell		X	
Chair, Academic Affairs	Brett McKim	X		
Chair, Curriculum	Diana Hurlbut	X		
Past President	Lewis Long		X	
Senators (22 votes)				
Adjunct Faculty	Carla Reisch	X		
Adjunct Faculty	Melody Harper	X		
Adjunct Faculty Alternate	Mabel Cortes		X	
Adjunct Faculty Alternate	Jim Watkins		X	
Business Science	Roopa Mathur		X	X - Russo
Business Science	Bennet Tchaikovsky	X		X - Russo
Business Sciences Alternate	John Russo	X		
Arts	Jules French	X		
Arts	Stephen Rochford		X	X - French
Arts Alternate	Amy Grimm		X	
Guidance & Counseling	Robert Melendez	X		
Guidance & Counseling	Michelle Scharf	X		
Counseling Alternate	Yolanda Gouldsmith		X	
Kinesiology, Health & Athletics	Martin McGrogan		X	X - Davies
Kinesiology, Health & Athletics	Simon Davies	X		
Kinesiology Health & Athletics Alternate				
Humanities	Roy Bauer	X		
Humanities	Brittany Adams	X		
Humanities Alternate				
Languages & Learning Resources	Melanie Haeri	X		

Languages & Learning Resources	Cheryl Delson		X	X - Haeri
Languages & Learning Resources Alt.	Jeff Wilson	X		
Life Sciences	Roland Rodriguez		X	X - Ross
Life Sciences	Priscilla Ross	X		
Life Sciences Alternate				
Math/CIS/Engineering	Joel Sheldon	X		
Math/CIS/Engineering	Ben Vargas		X	
Math/CIS/Engineering Alternate	Carlo Chan	X		
Physical Sciences	John Davison		X	X - Kiana
Physical Sciences	Kiana Tabibzadeh	X		
Physical Sciences Alternate	Art Ambrose		X	
Social & Behavioral Sciences	Traci Fahimi	X		
Social & Behavioral Sciences	Elizabeth Chambers	X		
Social & Behavioral Sciences Alt.				

A. CALL TO ORDER

The president called the meeting to order at 2:10pm.

B. ADOPTION OF AGENDA

**Item 1 Agenda: April 30, 2015**

Discussion: None.

**Action Taken:** The Representative Council adopted the Agenda of the April 30, 2015 meeting.

M: Chambers	S: Haeri	Y: 24	N: 0	A: 0
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C. INTRODUCTION OF GUESTS

Glenn Roquemoire – President of IVC  
 Craig Justice – VP of Instruction  
 Karima Feldhus – Dean of Liberal Arts  
 Henry Carnie – History instructor  
 Arleen Elseroad – Dean of Enrollment Services  
 Michael Chan – VP of ASIVC  
 Cathleen Greiner – Dean of Online and Extended Education  
 Nick Henry – PlanNet; IT vendor  
 Dave Young – PlanNet; IT vendor  
 Liz Cipres – Dean of Counseling Services  
 Mark Minkler – Counselor  
 Tiffany Tran – Counselor & Articulation Officer  
 Judy Henmi – DSPS Counselor  
 Mindi Wolf – DSPS Counselor

D. PUBLIC COMMENTS

Fahimi – HR quick to purge email addresses of faculty not given a teaching assignment in a given semester, but some adjuncts teach classes only once a year and need to still be included on departmental emails. Recommends the email address stay active two years, as does the application.  
 Fahimi – First Friday Hike tomorrow, last of the semester.  
 Chan – Grateful for opportunity this year to serve on Academic Senate and committees; reports has learned a lot.  
 Schmeidler – Thanked Chan for his service as ASIVC officer.

E. RECORD OF THE PREVIOUS MEETING

**Item 2 Minutes of the Previous Meeting: March 19, 2015**

Discussion: None.

**Action Taken:** The Representative Council approved the minutes from 03/19/15.

M: Bauer	S: Harper	Y: 24	N: 0	A: 0
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**Item 3 Minutes of the Previous Meeting: April 02, 2015**

Discussion: None.

**Action Taken:** The Representative Council approved the minutes from 04/12/15.

M: Adams	S: Haeri	Y: 23	N: 0	A: 1
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**Item 4 Minutes of the Previous Meeting: April 16, 2015**

Discussion: Item continued because the minutes have not been posted.

Action Taken: None.

F. EXECUTIVE REPORTS

Senate President: Kathy Schmeidler – SPAC started its resource allocation process. At Monday's board meeting Bobbie Jay, Bill Jay's widow, was appointed to complete Bill Jay's term. The trustee interviews were open to the public. Dean reorganization at IVC approved at board meeting on Monday (reorganization of Deans Gatewood and Greiner's positions). The board questioned a number of decisions of IVC's at Monday's board meeting, including their concern that IVC chose to institute fines on smoking violations and Saddleback has not. IVC plans to begin enforcement this summer and Saddleback will this fall. The board discussed Nancy Padberg's ongoing absence due to her injury recovery and whether she will be replaced. They voted to continue to pay her even though she has not been attending.

Vice-President: Bob Urell – Absent

Academic Affairs Chair: Brett McKim – No report.

Curriculum Committee Chair: Diana Hurlbut – Two positions open, look for faculty candidates. We need a CTE Coordinator and they can attend the Curriculum Institute this July in Anaheim free of cost. Still looking for a Curriculum Assistant (pay 3 LHE reassigned or overload for each semester, including summer); s/he would also attend Curriculum Assistant. S/he would sit on Fall's Tech Review 1 committee 2-4pm 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays. Hurlbut would continue to serve on Tech Review 2. The Curriculum Assistant may be interested in taking over as Curriculum Chair ideally, or may just want to assist for a semester or year.

G. CONSENT CALENDAR

Items 5, 6, 8, 9

H. OLD BUSINESS

**Item 5 Consent Senate Approval of Curriculum for 2015-2016 Catalog**

Discussion: None.

Action(s) Taken: Consent.

**Item 6 Consent Senate President Signature Requests**

Discussion: None.

Action(s) Taken: Consent.

**Item 7 Board Policies and Administrative Regulations (BPARC - Committee)**

Discussion: BP/AR 4011.1– Still needs to go to BPARC. In Vice Chancellor Bugay's presentation to the board Monday, he referenced the new policy once it is instituted. Once the board accepts the bulk is in an AR, then it will be easier to make additional changes.

Action Taken: None.

**Item 8 Consent Grade Grievance and Student Discipline Panel Pool**

Discussion: None.

Action(s) Taken: Consent.

**Item 9 Consent      2014-2015 Committee Appointments**

Discussion: None.  
Action(s) Taken: Consent.

**Item 10                    IVC Technology Master Plan**

Discussion: TATF requesting approval. Still accepting comments.  
Action Taken: None.

**Item 12                    Articulation of CTE Coursework**

Discussion: Dean Doughty feels that they discussed what they needed to with the Senate. The Cabinet still has some questions, however.  
Action Taken: None.

**Item 13                    Perkins Budget Steering Committee Membership**

Discussion: Dean Doughty plans to establish a Perkins Budget Steering Committee for which the Academic Senate should appoint a faculty representative from each school and at least one faculty member who is not applying for Perkins funding. They would attend the committee meeting on Friday, May 8<sup>th</sup> at 11:30am-1:30pm. Applicants will be making 5 minute presentations to the committee.  
Action Taken: None.

**Item 14                    2015-2016 Faculty Hiring Priority List**

Discussion: No new information, OOI will post updates as received.  
Action Taken: None.

**Item 15                    Early College Proposal**

Discussion: Academic Affairs is recommending a proposal (F1) to transition from the current Early College program to an Early Start program. Question posed regarding #1 whether we can require the students in this program to take the matriculation placement tests. These are conceived as advisory recommendations for success. The current agreements with the high schools are a yearly-made contract. Discussion took place regarding Chris Holden's proposed bill for HS dual enrollment for students to take CC CTE classes.  
**Action Taken:** The Representative Council approves Academic Affairs Early Start program proposal.

M: Bauer	S: Reisch	Y: 23	N: 0	A: 1
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**Item 16                    Discipline Focused Advising Proposal**

Discussion: Working on composing a letter of intent for interested parties for the pilot program to focus on STEAM and CTE disciplines with two representatives for each of the discipline letters in STEAM and CTE. Funding secured for 12 representatives.  
Action Taken: None.

**Item 17                    Program Review Process update**

Discussion: None.  
**Action Taken:** The Representative Council approved the revised Program Review Process.

M: Scharf	S: Sheldon	Y: 24	N: 0	A: 0
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**Item 18                    Scholarship Event**

Discussion: The scholarship awards event is planned for May 21 and is taking place at Live Oak Terrace. Recipients will be sitting at tables with donors.

**Action Taken:** The Representative Council approved Mathur and Rochford as volunteers to read names at the event.

M: Ross	S: Bauer	Y: 24	N: 0	A: 0
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**Action Taken:** The Representative Council approved Scharf as faculty speaker at the event.

M: Harper	S: Fahimi	Y: 24	N: 0	A: 0
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**Item 19                      LGBTQ Campus Liaison**

Discussion: Faculty leads Choo and Lin are seeking funding to bring in Pasadena City College's LGBTQ Safe Space trainer to offer a June 26<sup>th</sup> training at IVC open to all faculty, staff and administration.

Action Taken: None

**Item 20                      Hiring of Full Time Faculty Using Student Success and Support Program (SSSP) Categorical Funds**

Discussion: Counseling proposes the hire of full-time counselors using SSSP funds (CTE counselor, STEM counselor and LD Specialist/DSPS Counselor). President Roquemore signed an MOU that these three counselors' positions would not be included in our local FON calculation. These three full-time positions are being brought forward to Senate for approval per the hiring policy due to them being categorically funded.

**Action Taken:** The Representative Council approves the hiring of a CTE counselor, STEM counselor and a LD Specialist/DSPS Counselor using SSSP funds.

M: Ross	S: Haeri	Y: 24	N: 0	A: 0
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**Item 21                      2017-2018 Academic Calendar**

Discussion: None.

Action(s) Taken: None.

**Item 22                      District Technology Plan**

Discussion: The District-wide Technology Committee updated on Feb. 7, 2015 the 2014-2020 SOCCCD Technology Master Plan. Faculty discussed concerns about the apparent top-down approach coming forth from District IT. Discussed concerns about intent to be a national leader when we prefer for District IT's focus to be on the college's needs instead. Faculty suggested that the District Tech plan should be informed and developed based upon the two colleges' tech plans. Greiner indicated that DETF and TATF have compiled faculty feedback. Schmeidler will post edits on Senate forum. Faculty indicated they would like to express these concerns at the listening session with Dr. Eva Conrad on Tuesday regarding Barrier 4, communication and relationship with district services. Further, they feel it should be discussed at the next Districtwide planning council meeting on May 14<sup>th</sup>.

Action(s) Taken: None.

**Item 23                      Student Life Training Regarding Student Field Trips**

Discussion: Faculty requested the club advisor handbook be distributed in a Word format so it's easier to provide suggested revisions. Faculty expressed concerns that there are multiple versions of permission slips and forms when asking to take students somewhere or meet them somewhere. There needs to be a clearer process which will help protect faculty and the district. It was suggested that certain classes which have field trips have students sign a particular blanket consent at the beginning of the semester.

Action(s) Taken: None

I. NEW BUSINESS

**Item 24 Academic Dishonesty**

Discussion: Faculty have reported incidents of cheating on exams. Proposals to address these concerns include annotation of transcripts to indicate academic dishonesty occurred, and implementation of an alert system for faculty. This matter referred to Academic Affairs. Send Brett McKim suggestions for remediation. Suggestion was made to have student conduct policy posted at the time of enrollment. Some faculty report attaching it to their syllabi. It was suggested that faculty always fill out incident reports when cheating occurs.

Action(s) Taken: None

**Item 25 IT Wireless Project**

Discussion: Senate invited a district contracted vendor, PlanNet to present to the Senate on a wireless project taking place on campus. Young and Henry reported: District has contracted us to expand wireless services on campus. Plan is to expand Wi-Fi to the fields, perimeter roads, parking lots and other dead spots while further adding antennae and APs throughout campus and in classrooms. Seeking feedback today on what we like and dislike about the current wireless. A survey will be sent out as well. They have measured the current wireless with a Technical Survey (the carts we have seen being rolled around campus) and a written response survey that we will be invited to participate in. They are meeting with stakeholders to discuss campus wireless needs. Is the Wi-Fi adequate? Faculty reported no. Login process in place to authenticate is annoying. Answer: there is an existing project to upgrade the login, so that will be fixed. Faculty report being excessively warned about it being on an unsecured network. Faculty report highest need for email, web surfing in the classroom, Wi-Fi clicker response, shared documents like Google Drive, and streaming YouTube. Streaming is limited because of buffering. About 90% present felt they would show more videos in class if the Wi-Fi was stronger. The intention is to split the Wi-Fi between staff/faculty and students so they are not on the same network.

Action(s) Taken: None

**Item 26 Senate Elections: Open Nominations Curriculum Chair, Academic Affairs Chair, Senate Recorder, and Past President**

Discussion: The Curriculum Chair, Academic Affairs Chair, Senate Recorder, and Past President are appointed by the Representative Council.

**Action Taken:** The Representative Council adopted the following timeline for the Curriculum Chair, Academic Affairs Chair, Senate Recorder, and Past President: opened nominations 4/30/15, and close nominations and appoint on 5/14/15.

M: Haeri	S: Bauer	Y: 24	N: 0	A: 0
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**Item 27 Senate Elections: Open Nominations for Two Senators Representing Part-Time Faculty**

Discussion: Elections of Academic Senate Officers and/or of other positions elected by the faculty at large shall occur after a suitable and open nominating period and shall be concluded prior to the final day of the Spring instructional calendar. The Representative Council and Elections Committee will open nominations and oversee these elections.

**Action Taken:** The Representative Council opened nominations from 4/30/15-5/7/15 for the two senators representing part-time faculty, with the intent for the Elections Committee to conduct polling for two senators representing part-time faculty from 5/8/15-5/13/15.

M: Fahimi	S: Reisch	Y: 24	N: 0	A: 0
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- J. SCHOOL REPORTS: *No time for reports.*
  - o Social and Behavioral Sciences
  - o Physical Sciences and Technologies
  - o Mathematics, Computer Science and Engineering
  - o Languages & Learning Resources

- o Life Sciences & Technologies
- o Humanities
- o Kinesiology, Health, and Athletics
- o Guidance and Counseling
- o Business Sciences
- o Arts

K. STANDING REPORTS: *No time for reports.*

- o [ASIVC](#): Michael Chan
- o [SLO Task Force](#): Cheryl Delson
- o [CTE Task Force](#): June McLaughlin: Faculty feedback requested on [draft guide](#) for holding advisory meetings.
- o [Safety Committee](#): Priscilla Ross
- o [Accreditation](#) Report: Kathy Schmeidler
- o [Foundation](#) Accounts/PRO-IVC: Kathy Schmeidler
- o Early College: Brett McKim
- o [Cafeteria](#): Joanne Chen, Toshio Whelchel, Dixie Massaro, George Brogan, Martin McGrogan
- o Bookstore: Tam Do, Toshio Whelchel, Joanne Chen, Dennis Gordon
- o Calendar Committee: Kathy Schmeidler / Bob Urell
- o [Environmental Leadership](#) (ELC): Priscilla Ross
- o [Distance Education Task Force](#): Cathleen Greiner and Roopa Mathur/Amy Stinson
- o [Technology Advisory Task Force](#): Roopa Mathur
- o [ASCCC](#), Statewide, and National Issues Update: Kathy Schmeidler

L. ANNOUNCEMENTS AND OPEN FORUM

- Interested parties are welcome to meet at [Lazy Dog Café](#) again on Jamboree in the [Irvine Marketplace](#) at ~ 6pm for a social exchange.

M. ADJOURNMENT at 4:00pm.

	Bob Urell	Brett McKim	Diana Hurbut	Carla Reisch	Melody Harper	Roopa Mathur	Bennet Tchaikovsky	Stephen Rochford	Jules French	Robert Melendez	Michelle Scharf	Martin McGrogan	Simon Davies	Roy Bauer	Brittany Adams	Melanie Haeri	Cheryl Delson	Jeff Wilson	Roland Rodriguez	Priscilla Ross	Joel Sheldon	Carlo Chan	Ben Vargas	John Davison	Kiana Tabibzadeh	Traci Fahimi	Elizabeth Chambers	Total Y	Total N	Total O
Item 1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y		Y	Y	Y	Y	Y	24	0	0
Item 2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y		Y	Y	Y	Y	Y	24	0	0
Item 3	Y	Y	A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y		Y	Y	Y	Y	Y	23	0	1
Item 15	Y	Y	Y	Y	Y	Y	Y	Y	Y	A	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y		Y	Y	Y	Y	Y	23	0	1
Item 17	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y		Y	Y	Y	Y	Y	24	0	0
Item 18A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y		Y	Y	Y	Y	Y	24	0	0
Item 18B	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y		Y	Y	Y	Y	Y	24	0	0
Item 20	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y		Y	Y	Y	Y	Y	24	0	0
Item 26	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y		Y	Y	Y	Y	Y	24	0	0
Item 27	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y		Y	Y	Y	Y	Y	24	0	0